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Minimum Qualification Specifications
for the Class:

DEPARTMENTAL IDENTIFICATION OFFICER
(DEPARTMENTAL ID OFFICER)

Prerequisite Knowledge and Abilities Required:

Knowledge of: The Henry System of fingerprint classification, search, comparison and filing practices and familiarity with Federal Bureau of Investigation (FBI) extensions; ten-print and latent print examination methods and practices; proper methods for inking and taking rolled and plain prints; functional interactions between criminal justice agencies, and the flow of criminal identification source documents and data; the Bertillion portrait parle system of physical description; methods of taking and developing photographs; criminal history record keeping practices; and English grammar and spelling, and arithmetic.

Ability to: Independently classify, search for, compare and file fingerprints using the Henry System of fingerprint classification, with FBI extensions; solicit and use information from various identification sources [e.g., Hawaii Criminal Justice Data Center (HCJDC)]; compare fingerprints to determine whether the prints are of the same person; instruct an inmate work line and department staff in taking, classifying, filing and comparing fingerprints, classification, comparison methods and practices; and photographing inmates and staff for identification purposes; review the fingerprint classification and comparison work of others; communicate effectively orally and in writing; follow written and oral instructions; recommend and draft written policies and procedures; prepare operating budget requests for the department's identification program; develop and maintain effective working relationships with others; prepare clear and concise reports, explain rules and regulations to others; and keep accurate records.

Basic Education/Experience Requirements:

One-half (1/2) year of work experience which demonstrated knowledge of English grammar, spelling, and arithmetic; ability to read and understand oral and written instructions; and ability to write simply and directly.

Graduation from high school or equivalent, may be substituted for the work experience described above.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience:

Four (4) years of work experience which involved classifying, filing and comparing fingerprints according to the Henry System of fingerprint classification and FBI fingerprint filing extensions. At least one (1) year of experience must have involved the independent classification and examination of ten-print and latent fingerprints. The applicant's experience must also demonstrate knowledge of the proper method of taking rolled and plain fingerprints and criminal history record keeping practices.

In addition to the specialized experience, either concurrently or separately, applicants must possess training and/or experience in:

- photography which involved independently taking, developing and printing films; and
- the Bertillion portrait parle, or other comparable system of physical description.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specification for the new class DEPARTMENTAL IDENTIFICATION OFFICER (DEPARTMENTAL ID OFFICER).

DATE APPROVED: 8/8/02

/s/ Dawn M. Young

DAVIS K. YOGI

Director of Human Resources Development